

City of Kirkland
Picnic Shelter Rentals
Frequently Asked Questions

Q How far in advance do I need to submit my application to rent a picnic shelter?

A Reservations for the shelters at: OO Denny, Everest Park, Rose Hill Meadows, Woodlands & Marina Pavilion are due 10 business days prior to the event date. Once you have selected a date, the sooner you submit your application, (with full payment) via email, fax, mail or in person at the Parks Maintenance Center, (1129 8th St.) the more likely you will be in securing your requested date.

Q Do I need to purchase insurance for my rental function?

A Most family picnics don't require insurance. However, if there is a high risk activity planned (i.e. bouncy house) you will need insurance coverage and you must submit your application 30 days prior to the event date. See the rental facility guide.

Q If it rains can I receive a refund of the rental fee?

A No; cancellations due to rain do not warrant refunds. See the rental facility guide for the complete cancellation policy.

Q Can I bring a BBQ grill to the park?

A Yes. **Only gas barbeques** may be brought into the parks.

Q Can we bring extra tables and chairs to the shelter?

A Yes, you can!

Q May we serve alcohol at the picnic shelter?

A **No. Kirkland does not allow any alcohol consumption outdoors in the parks.** See the rental facility guide for the complete alcohol policy at indoor rental facilities.

Q May I hire a caterer for my event?

A Yes. Kirkland allows renters to hire caterers for events. If they stay on-site to perform final preparations and serve, they are required to show proof of insurance. See the facility rental guide for more information.

Q Who can I contact for more information?

A Kevin Ball @ 425-587-3398 or kball@kirklandwa.gov